



## Townsend Board of Elections Meeting

February 10<sup>th</sup>, 2023 @ 10 am

VIA CONFERENCE CALL &

Town Hall

141 Main St, Townsend, DE 19734

### 10 am Townsend Board of Elections Meeting

I. Call to Order: 10 am

II. Roll Call:

a. Board of Election

Members – Gerald Dove, Patricia Cobourn, and Terry Mobley.

b. Town Personnel – Town Clerk Mariaelena Rivera and Town Manager Antonina Tantillo.

III. Pledge of Allegiance

a. All present recited the pledge of allegiance.

IV. Visitor Acknowledgement

a. No visitors present.

V. Scheduling of 2023 Town of Townsend Municipal Election

a. TC Rivera noted per the Town's Charter the election must be held on the first Saturday of May which falls on May 6<sup>th</sup> this year.

b. TC Rivera advised the Town is soliciting for a new Board of Elections Member as Terry Mobley is unable to be present the day of the election. TC Rivera noted that Terry Mobley has served on the Board of Elections for 15 years and thanked her for her service. Additionally, the Town has not received any interested candidates, however updates are forthcoming.

c. TC Rivera advised there are two seats for a two-year term up for election. Noting, these seats are currently held by Councilman Joshua Mertz and Councilwoman Eschalla Clarke.

d. TC Rivera advised there are two seats for a one-year term up for election. Noting, these seats are currently held by Councilman Edgar Dugan and Councilwoman Sheryl Rojas.

e. TC Rivera advised notice of solicitation for candidates will be post on February 17<sup>th</sup> whereas candidates must request for packets. TC noted packets may be picked up on March 6<sup>th</sup> and are due back by 4:30pm on March 28<sup>th</sup>. Additionally, packets consist of a cover sheet, declaration of candidate eligibility, candidate filing form, candidacy petition, and certificate of intention. TC Rivera explained the candidate filing form and the declaration of candidate eligibility must be

Town Meetings will be returning to both in person and a virtual format.

Those wishing to attend virtually may dial **1-646-558-8656**. When directed, provide following meeting ID **857 9555 3177#** and then the following password **570459#** to enter the meeting. If you choose to access the meeting online click the following link: <https://us02web.zoom.us/j/85795553177?pwd=R Ud1QnFnldRdDRuSk5YUnBhN3RhQT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.

notarized. Furthermore, the certificate of intention must be submitted to New Castle County; the online link will be stated in their packet.

- f. TC Rivera asked the Board of Election Members to choose a date between March 29<sup>th</sup> and March 31<sup>st</sup> to schedule the next meeting to certify candidates for the election. All agreed to meet on March 31<sup>st</sup> at 10 am.
- g. TC Rivera advised she will notify New Castle County with a list of the candidates following the meeting and will post notice of the election the same day.
- h. TC Rivera advised the Candidate Night will be held shortly after announcement of the candidates running. Explaining, she will need to coordinate with the candidate and current members of Council to schedule the date.

## **VI. Review of Election Procedures**

- a. TC Rivera advised the tentative dates for training will be held at the end of March or beginning of April. TC Rivera noted the training may be held virtually. TC Rivera explained they must also certify the voting machines prior to the election; however, this cannot be done virtually. TC Rivera noted training materials have been included in their agenda packet. TC Rivera advised for them to notify her with any questions regarding the training materials.
- b. TC Rivera advised the last date for voters to register is April 21<sup>st</sup>.
- c. TC Rivera advised the deadline for voters to request absentee ballots is 12 pm on May 5<sup>th</sup>.
- d. TC Rivera noted the election will be held on May 6<sup>th</sup> between the hours of 8 am to 6 pm. TC Rivera advised Board of Election Members and Poll Workers are required to be present one hour prior and until all votes are counted. Additionally, unofficial results will be posted the same night.
- e. TC Rivera advised the Board of Elections Certification of Election meeting will be held on May 8<sup>th</sup>. Additionally, official results will be posted the same day.
- f. TM Tantillo advised information for voters on how to register has been posted to the Town website. TM Tantillo noted as mentioned by TC Rivera informational updates will be added as they are forthcoming.
- g. TM Tantillo announced the Town will need two poll workers for the election. TM Tantillo requested Board of Election members to advise anyone interested in being a poll worker to notify the Town. TM Tantillo advised they will need to be registered as a voter to serve as a poll worker. Additionally, solicitation will be posted with this information on the Town website.

## **VII. Adjournment**

- a. Meeting adjourned at 10:11 am.